

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Board of Directors

July 17, 2014
5:30 p.m.

**Meeting Location: San Bruno City Hall, Conference Room 115,
567 El Camino Real, San Bruno**

In compliance with the Americans with Disabilities Act, individuals requiring reasonable accommodations or appropriate alternative formats for notices, agendas, and records for this meeting should notify us 48 hours prior to meeting. Please call the City Clerk's Office 650-616-7058.

1. Call to Order/Welcome

2. Roll Call: Boardmembers Kraus, McGlothlin, Roberts, Cohn, Hedley, and Stanback Stroud present. Boardmember Bohm absent (excused).

3. Public Comment: Individuals are allowed three minutes, groups in attendance, five minutes. If you are unable to remain at the meeting, contact the President to request that the Board consider your comments earlier. It is the Board's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Board from discussing or acting upon any matter not agendaized pursuant to State Law.

None.

4. Conduct of Business

- a. Conduct Study Session to Discuss Purpose Statement of the San Bruno Community Foundation: The SBCF Board worked on defining their purpose statement as defined in the bylaws adopted by the City Council. AddieRose Mayer from the Peninsula Conflict Resolution Center was there to help facilitate the Board's discussion. Boardmembers anonymously shared their own personal interpretations of the SBCF Purpose Statement. The definitions of *Community* and *Long Term* are what the Board determined should be the focus of the discussion.
Community was defined as San Bruno residents being the primary consideration of the work the Board does, but not the only consideration or beneficiary when thinking about the value of the decisions of the Board.
The Board agreed *Long Term* would result in lasting benefits through objects, programs, and/or an initial investment in something that has the potential to become enduring. An exact definition of *Long Term* has not yet been determined. Some Boardmembers believe there is a responsibility to have some consensus before going to the community for input. Another thought discussed was to solicit input from the community before attempting to

Nancy A. Kraus, *President*
John P. McGlothlin, *Vice President*
Emily Roberts, *Secretary*
Ben Cohn, *Treasurer*
Patricia Bohm
Frank Hedley
Regina Stanback Stroud

SAN BRUNO COMMUNITY FOUNDATION

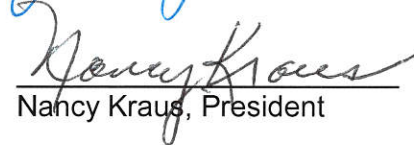
define exactly what Long Term means for the SBCF. The Executive Committee will return to the Board with recommendations for the best next steps.

5. Adjourn: 6:53 p.m.

Respectfully submitted for approval at the Regular Board Meeting of August 21, 2014, by Secretary Emily Roberts and President Nancy Kraus.



Emily Roberts, Secretary



Nancy Kraus, President

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

July 17, 2014
6:30 p.m.

**Meeting Location: San Bruno City Hall, Conference Room 115,
567 El Camino Real, San Bruno**

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1. **Call to Order/Welcome:** President Kraus called the meeting to order at 7:00 p.m.
2. **Roll Call:** Boardmembers Kraus, McGlothlin, Roberts, Cohn, Hedley, and Stanback Stroud present. Boardmember Bohm absent (excused).
3. **Approval of Minutes: June 19, 2014, Regular Board Meeting:** Boardmember McGlothlin motioned to approve the June 19, 2014 Regular Board Meeting minutes as presented, seconded by Boardmember Hedley and approved unanimously.
4. **Announcements:** None.
5. **Boardmember Comments:**
 - a. **President:** President Kraus announced that the Board had conducted a study session right before this regularly scheduled meeting. They are working on making decisions that are imperative for moving forward toward the next steps to becoming fully operational. She expressed great appreciation for the Peninsula Conflict Resolution Center facilitator who assisted in the earlier study session. Kraus mentioned that tonight's agenda reflects considerable progress by the Board and congratulated them and thanked City Staff.
 - b. **Others:** None.
6. **Consent Calendar:** All items are considered routine or implement an earlier Board action and may be enacted by one motion; there will be no separate discussion unless requested by a Boardmember, citizen, or staff.
7. **Conduct of Business:** The Board moved to hear item 7b before item 7a.
 - a. **Receive Report from Board Committee Regarding Recruitment and Selection of Executive Director; Consider Selection of The 360 Group to Provide Executive Recruitment Services to the SBCF:** The Ad Hoc Committee shared their process packet with the SBCF Board. The

committee confidently recommended the Board to move forward with The 360 Group in the search for an Executive Director. The 360 Group presented a very knowledgeable, supportive and respectful proposal, displaying care, experience and understanding. Boardmember Stanback Stroud motioned to authorize the president to execute a contract with The 360 Group, not to exceed \$85,000 plus reimbursables and candidate expenses as specified in their proposal, seconded by Boardmember Hedley and approved unanimously. Boardmember McGlothlin motioned to authorize the president to execute a contract with Sullivan Cotter in an amount not to exceed \$10,000 for a compensation study as part of the Executive Director Recruitment process, seconded by Boardmember Roberts and approved unanimously.

- b. Receive Oral Report from City Treasurer Regarding Investment Status and Strategy: City Treasurer John Marty shared his plans for a modest change in the investment strategy. The change will increase return while maintaining liquidity, safety in principal and stay within the guidelines of the City's investment strategy. The President reminded the Board that Mr. Marty's report was informational only and the Board has no present authority over the decisions the City makes on investment strategies.
- c. Receive Report and Provide Direction Regarding Operating Norms and Policies:
Boardmember Stanback Stroud motioned to accept Staff recommendation for Selection of Officers wherein individual Boardmembers will offer nominations for each position and the Board would then vote on each nomination for each position in sequence, occurring in November of each year, seconded by Boardmember Hedley and approved unanimously. Boardmember Stanback Stroud motioned to accept current Agenda-Setting procedures where items be brought to the agenda by either Staff recommendation to the Executive Committee, Executive Committee recommendation to Staff or Boardmember suggestion and majority Board approval at a regularly scheduled meeting, seconded by Boardmember Roberts and approved unanimously.
Boardmember Stanback Stroud motioned to keep the current agenda format, maintain the current public comment policy, allowing three minutes for each member of the public to speak on agenda items or items not on the agenda and allowing the Board chair to retain discretion to alter the amount of time given the number of individuals within to speak and the allotted time for the meeting, and accept the Board Questions recommendation that the Board Members who have questions or need additional information about a staff report or other items, contact staff in advance of the meeting if possible so that staff can research the issue and be prepared to address it at the meeting, seconded by Boardmember McGlothlin and approved unanimously.
Boardmember Hedley motioned to accept staff recommendation of the Roll and Authority of the Executive Director, the Executive Director position would report to the President for day-to-day operations and the Board as a whole for policy matters and will have the duty and authority to administer affairs of the organization, seconded by McGlothlin and approved unanimously.
Boardmember Stanback Stroud motioned to accept the staff recommendation of Communication Policy, stating that the President (or designee if unavailable) and the Executive Director have the authority to represent or speak for the organization when so directed or authorized to do so by a majority of the Board and, until an Executive Director is hired, the President and other Boardmembers shall receive copies of correspondence directed to any of the SBCF, seconded by Boardmember Hedley and approved unanimously. Boardmember Stanback Stroud motioned to accept Staff recommendation that staff reports

include a complete discussion, analysis, recommendation, and alternatives as appropriate in order to inform the Board and the public about the substance of an item on the agenda and to accept the current format of the minutes including the level of detail as adopted by the Board at prior meetings, be reviewed by the Secretary and then brought to the full Board for consideration at the next regularly scheduled meeting, seconded by Boardmember Hedley and approved unanimously.

- d. Receive Report and Consider Cancelling Regular Meeting of August 21, 2014: The Executive Committee will work with City Staff to determine whether to hold the regularly scheduled August 21, 2014 meeting.

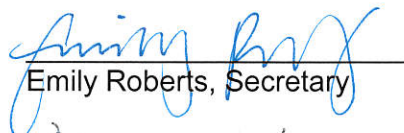
8. Public Comment: Individuals are allowed three minutes, groups in attendance, five minutes. If you are unable to remain at the meeting, contact the President to request that the Board consider your comments earlier. It is the Board's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Board from discussing or acting upon any matter not agendaized pursuant to State Law.

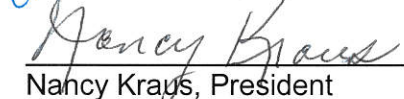
Barry Marquardt of the Marine Corps Detachment extended an invitation to the Board to attend the monthly breakfast at the Legion Hall on the last Saturday of the month.

9. Adjourn

Boardmember Stanback Stroud motioned to adjourn the meeting at 8:25 p.m., seconded by Boardmember McGlothlin and approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of September 18, 2014, by Secretary Emily Roberts and President Nancy Kraus.


Emily Roberts, Secretary


Nancy Kraus, President